

場地借用申請表 Application for Booking Venue

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Received on: _____
Serial No: _____

申請機構資料 Details of Organisation

租用機構或團體名稱 Name of Organization : (中文)		(英文)
機構性質(請附上證明文件副本) Business Nature (Please attach a copy) :		
通訊地址 Address :		
電話 Telephone No.:	傳真 Fax :	電郵 Email :
負責人姓名 Name of officer-in-charge :		聯絡電話 Telephone No. :

申請租用地點(用途/時間/收費) / Booking Venue (Function / Time / Charge)

租用場地 (最多可容納人數) Venue requested (Maximum capacity)	場地用途 Function of Venue	可供租用時間 Available duration for Booking	收費 Charge (HK\$)	附加費 Additional Charge (HK\$)	備註 Remark
健康中心 Wellness Centre (40 pax 人)	講座 / 工作坊 Talk / Workshop	Mon – Sun, Public Holiday / 08:00 – 22:00	\$2,500 / 小時(hr)	駐場職員 Resident Staff \$250 / 每位每小時 (person/hr) *** 駐場教練 Resident Coach \$500 / 每位每小時 (person/hr)	包括冷氣/座椅/音 響/投射銀幕 Including Air-conditioning/ Chairs/P.A. System/Projection screen
健身中心 Fitness Centre	場地拍攝 Photo Shooting	Mon – Sun, Public Holiday / 23:00 – 06:00 (通宵時間 / Overnight Time)	\$5,000/ 小時(hr)		包括冷氣 Including Air-conditioning

租用詳情 Booking Details

地點 Venue	使用日期及時間 Event Date & Time	活動名稱及性質 Name & Purpose of the Function	參加人數 No of Participants	收費 Charge (HK\$)	附加費 Additional Charge (HK\$)	備註 Remarks
總收費 Total Amount :						

填寫申請表前請先參閱『場地租用條件及守則』。填妥表格後，請傳真至「適能及健康組」行政部 2368-4302。成功申請將以電話及傳真回覆。如有任何疑問，請致電 2268-7055 / 2268-7065 / 2268 7066 查詢。Please refer to the "Condition and Regulations of Venue Booking". This form should be returned to Administration Department of Fitness & Wellness Unit by FAX at 2368-4302. Successful booking will be confirmed by phone and fax. For enquiry, please contact us at 2268-7055 / 2268-7065 / 2268 7066

申請人簽署/印鑑 Signature / Company Chop:

日期 Date: _____

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申請接納 Reservation Confirmed: 接納 Accepted 不接納 Not Accepted _____

負責人簽署 Approved By: _____

日期 Date: _____

場地租用條件及守則

Condition and Regulations of Venue Booking

租用原則 Condition of Venue Booking :

1. 申請人必須為本地註冊的機構或團體，個人名義申請恕不接受。Applicant should be local registered company or organization. Application in the name of individual will not be accepted.
2. 健康中心主要租用為舉辦適能與健康相關主題之講座及工作坊。健身中心主要租用為場地拍攝用途。Wellness Centre is rented for holding talks or workshops in line with Fitness & Health topics. Fitness Centre is rented for taking photographs only.
3. 申請者須為公眾購買第三者保險。適能與健康組(簡稱“本組”)對借用者及其會員、導師及職員等招致的任何損傷，一概不負責任。The applicant shall have adequate Third Party Insurance cover. Fitness & Wellness Unit (hereafter “The Unit”) will not be liable for any injuries to users including their staff, instructors and participants.
4. 本組對所有場地設施使用申請，均保留最終決定權，亦毋須就拒絕場地申請作出解釋。The Unit reserves the rights to reject any application, while it is not necessary for the Unit to give any reasons in any circumstances.

申請手續 Application Procedures :

1. 申請人請先致電本組了解場地使用及租金情況，把填妥後的「場地借用申請表」(連同商業登記或社團註冊副本)傳真至 2368 4302。Applicants are required to check the availability of venue(s) and rental situation by phone, after completed the Application for Booking Venue (Enclose a copy of Business Registration Certificate/ Society Registration Certificate) and fax to 2368 4302.
2. 本組收到表格及有關資料後(須附上商業登記或社團註冊副本)，會以電話及傳真確認申請人。Once we received the form and relevant information (Enclose a copy of Business Registration Certificate/ Society Registration Certificate), we will then confirm the applicant by phone and fax.
3. 申請人須在場地申請獲接納後 14 天內繳付 50%訂金。Applicants are required to settle the 50% deposit within 14 days before event.
4. 申請人須於繳付訂金後及活動前 7 天內繳付租金餘額，如未能如期繳付餘額，已繳之訂金不獲發還，有關申請會被作廢，本組不會另行通知。Applicants are required to settle the balance within 7 days before the event, otherwise, the booking will be cancelled without any notice, as well as the deposit will not be refunded.
5. 如租用日期與申請接納日期不足 7 天，申請人需即時繳付租金全數。Applicants are required to settle the 100% balance within 7 days before the event.
6. 申請人以劃線支票繳交本組(恕不接受期票)，支票抬頭請寫「香港基督教青年會」或「YMCA OF HONG KONG」。郵寄或親身繳交本組。地址: 香港九龍尖沙咀梳士巴利道 41 號二樓適能及健康組(辦公時間: 星期一至五, 上午九時至下午五時, 公眾假期除外) Please make crossed cheque payment (post dated cheques are not accepted) and payable to “YMCA OF HONG KONG” or “YMCA”, by mail or in person. Address : 2/F, Fitness & Wellness Unit, 41 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong. (Office Hour : Monday to Friday, 9:00am to 5:00pm, Except public holiday)
7. 若申請人欲更改租場時間及日期，必須在使用場地前最少 7 天以書面通知本組。如因場地已被其他人士租用等原因以致不能被改動租用時間，申請人可將已繳的訂金和租金作日後租場之用。If the applicant wishes to change the booking time or date, which shall inform the Unit in writing at least 7 days before the event. As a result of space has been leased and other reasons that the lease time cannot be changed, the paid balance will be used for future rental purpose.
8. 如申請人未能於使用場地前 7 天以書面通知本組更改租場時間及日期，本組則不再接受任何更改。If the applicant fails in a written notice regarding changing the booking time or date 7 days prior to the event, the Unit will refuse to make alterations.
9. 申請人如取消租用場地，租金將不獲發。No refund will be made for any cancellation of booking.

惡劣天氣 Bad Weather Policy :

1. 若借用時間前兩小時，天文台正懸掛八號或以上颱風或黑色暴雨訊號，引致租場人士不能如期舉辦活動，可延期使用。When typhoon no. 8 or black rainstorm signal is hoisted 2 hours before the booking time, all activities will be suspended. The booking can be deferred for future use.
2. 如租場人士於使用設施時懸掛八號或以上颱風或黑色暴雨訊號，本組則須照常收取房租。If typhoon signal No.8 is hoisted or above Black Rainstorm Warning is issued while room in use, the Unit shall be charged rent as usual.

一般守則 General Regulations :

1. 不可用作非法用途，必須按批准之用途使用場地/課室。The nature of the function must be legal and consistent with that approved.
2. 使用人數不可超過場地/課室之可容納人數。The number of participants shall not exceed the room capacity as stated.
3. 香港基督教青年會範圍內包括樓梯及洗手間均嚴禁吸煙。No smoking inside YMCA of Hong Kong Premises including stairways and washrooms.
4. 租用場地範圍內不准飲食。Cooking or serving of food or beverage will not be allowed in the venue.
5. 借用者於借用期間有責任保障本組場地及器材完好及地方清潔，垃圾須放在垃圾箱內，不可隨處棄置。Users are responsible for keeping the equipment and furniture in proper condition and the venue clean and tidy.
6. 租用期間，場地設施如遭損毀，使用者須負責賠償所有還原之費用。The user shall be responsible for all reinstatement cost of any damage of the premises and facilities caused during the loan period.
7. 嚴禁在場地內進行服務或貨物推銷及買賣。Users should not use the venue for activities unrelated to the purposes they first agreed for. Any activities involving sale of goods and services are forbidden.
8. 請自行保管私人財物，如有任何財物損失，本組一概不負責任。Users should take care of their own belongings. The Unit is not liable for any loss of personal property.

** 若違反本組以上任何規則，本組有權終止其使用場地權利及保留追究責任權利。The Unit has the right to terminate the rental application and reserves the right to proceed with action for compensation to the user if he/she is in breach of the Unit rules and regulations stated above.